

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102-4978

DR 690-1-12

MROPO

Regulation
No. 690-1-12

18 December 1985

Civilian Personnel
FEDERAL EMPLOYEES SECURITY INVESTIGATION PROGRAM

1. Purpose. This regulation describes the procedure to be followed when processing post-employment investigations under the Federal Employees Security Investigation Program.
2. Applicability. Post-employment security investigations are required on all new employees of the Omaha District, Missouri River Division Office, and serviced organizations, except the following:
 - a. Those hired under temporary appointments for periods of 6 months or less. (If temporary appointments are at any time extended beyond 6 months, security investigations will be required.)
 - b. Those employed in "nonsensitive" positions within 1 year following separation from their previous position if cleared by security investigation under the previous appointment. (A nonsensitive position is defined as one not involving access to classified information.)
3. Reference. FPM 296-33, Subchapter 5-2.5.
4. Procedures. All Area and Project Offices and serviced activities will submit Standard Form 85, Data for Nonsensitive or Noncritical-Sensitive Position (all copies), and Standard Form (SF) 87, U.S. Civil Service Commission Fingerprint Chart, with appointment documents on all new employees, except as indicated in paragraph 2 above. SF 85 and SF 87 will be accompanied by original SF 171, Personal Qualifications Statement, from which appointment was made. Applicable forms must reach the Personnel Office not later than 3 days after the appointee enters on duty.
5. Instructions for Completion of Standard Form 85. All forms must be type-written except for the employee's signature. Answer all questions. If the answer is in the negative or the question is not applicable, insert "NO," "NONE," or "NOT APPLICABLE," as appropriate. The information on the SF 85 must agree with information on the accompanying SF 171. If the SF 171 from which the appointment is made is more than 90 days old, experience must be updated using SF 171-A, signed by the appointee, and attached to the original SF 171. Special requirements for certain items are as follows:
 - a. Item 1A: The full name of the employee must appear in the space provided. Showing initials of either first or middle names is not satisfactory. If no middle name, show "NMN." If the employee has initials only, show (initials only). Item 1B, list other names, i.e., maiden name. Insert "NEE" before maiden name.

This regulation supersedes DR 690-1-12, dated 15 December 1980.

DR 690-1-12
18 Dec 85

b. Item 2: Give the Armed Services Serial Number, branch of service, and dates of service. For branch, show "Army," "Air Force," "Navy," or "Marine Corps," as appropriate. Use numbers for the month and year the service began and ended.

c. Item 7: Extreme care should be exercised to ensure that this is complete. Note that information on dates and places of residence are required by beginning with present and going back 5 years. This data should be complete and account for all periods of time between the dates indicated. Include Zip Code. List dates by month and year. Continue addresses on supplement sheet of bond paper if necessary.

d. Item 11: In each case, date and place of birth, date and place of marriage, and full name of spouse must be shown. If an employee has been married more than once, this information is required for each marriage. Date of birth may be abbreviated as "DOB" and date of marriage as "DOM."

e. Item 14: Furnish information covering employment for the last 5 years. Indicate periods of unemployment, student status, or military service.

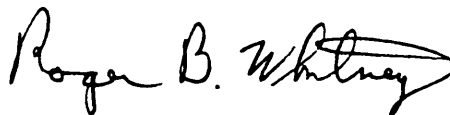
f. Employee must sign all three copies (in original signature) in the space marked "CERTIFICATION" immediately below Item 14.

g. Items 6, 8, 9, 15 through 18, and 20 will be completed by the Personnel Office. Item 19 is reserved for the Federal Bureau of Investigation.

6. Standard Form 87, Fingerprint Chart. Instructions appear on the reverse of the form.

7. Responsibility. Responsible personnel will take necessary precautions to insure that the required forms are completely and correctly filled out before submission to the Personnel Office in order to avoid unnecessary delay through return of forms for correction or completion. Particular care will be exercised to insure that only complete, clear, legible fingerprints are submitted. Otherwise, these forms will be returned for reprint.

FOR THE COMMANDER:



ROGER B. WHITNEY
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

A
B
MRDPO-2 cys